

Goals Writing Workbook



NORTHCENTRAL
UNIVERSITY

WELCOME

Welcome to the **Northcentral Goals Writing Workbook**.

This workshop will teach you a system for writing goals. Goals will provide a roadmap for reaching your targets. Obtaining a degree will take time. To maintain motivation it will be important to break this large task (long range goal) into smaller ones (immediate goals).

Note: In this workbook you are asked to focus on the goal of getting your degree, you are encouraged to use your new skills to write goals in domains of self, family, work, service.



INTRODUCTION

Watch the Introduction video (approximately 4 minutes)

☐ **Completed**

This workshop will help you be a goal getter and not just a goal setter; it all starts here.

1. Have you ever written down specific goals? ☐ Yes ☐ No
 - a. If yes, what was your experience; do you believe writing down your goals down helped you achieve them? Why or why not? If no, do you agree with Mr. Woods that having a system for defining your goals can be life changing? Why or why not?

MENTOR'S COMMENTS/FEEDBACK



THE FOUNDATION

Watch The Foundation Video (approximately 5 minutes)

☐ Completed

The foundation for effective goal setting relies on unifying principles; these are core principles we all live by. This video also introduces the idea of *self-unification*; a state of aligning your performance with your highest priorities in life, you will experience the highest form of productivity.

1. Clearly you value intellectual growth (unifying principle). Going back to school is a goal that brings your performance circle closer to your value circle (self-unification). Did you have a wake-up call related to starting a degree program? What motivated you to go back to school?

MENTOR'S COMMENTS/FEEDBACK



UNIFYING PRINCIPLES

Watch the Unifying Principles Video (approximately 10 minutes) ☐ **Completed**

Unifying principles are course values; learn what yours are so that you can set your priorities.

Please read the exercises below before starting this video. You should complete these exercises while watching the video. Thus, please allow 30 minutes for the viewing of this video.

1. Prepare a list of your highest priorities in life. List as many singular key words (e.g. Honesty, Leadership, etc.) you can think of in 3-4 minutes.
2. Choose 4 of the priorities you wrote above, ensuring you choose one related to intellectual growth, and turn them into action statements.
3. In the video you are asked to write a paragraph of clarification for one Unifying Principle. Choose your principle related to intellectual growth and write your paragraph in the box below (note: you are encouraged to do this with your other unifying principles, but do not need to for this workbook).



UNIFYING PRINCIPLES

4. In the video you are asked to write 4 unifying principles on paper for an exercise. Make sure one of the principles you write down is related to intellectual growth. During your degree program it is very likely you will be asked to manage your time and life on fewer than 4 principles.
 - a. Think of a situation where the intellectual growth paper would remain and one would get “thrown away”. These situations do occur and articulating your priorities now will help you manage difficult decisions later.
 - b. Think of a situation where the intellectual growth paper would be “thrown away” and one would remain. These situations do occur and articulating your priorities now will help you manage difficult decisions later.

MENTOR’S COMMENTS/FEEDBACK



WRITING GOALS

Watch the Writing Goals video (approximately 8 minutes)

☐ **Completed**

In this video you will learn a formula for writing all types of goals. In the video you are asked to practice the goal writing formula. For this workbook, we are providing you with an example related to the goal of degree completion.

Goal Writing Guidelines:

- Prepare your goals within a written framework of your unifying principles
- Write each goal down!
- Make your goals specific
- Ask “Am I willing to pay the price?”

Guide Terms:

Self, Family, Work, Service

Goal writing formula: What? How will I measure it? By when?

Practice writing goals

Unifying Principle: Intellectual Growth

Sample Long-Range Goal

Beginning _____ I will enroll in a degree program, completing all requirements for graduation by _____.

Sample Intermediate Goals

- I will become proficient in using the library this year.
- I will complete a minimum of 5 courses this year.
- I will choose a software program to assist with my APA formatting within 2 months.

Sample Immediate Goals

- I will visit the library, explore upcoming tutorials, and pencil in at least 1 webinar and 1 tutorial on my schedule this week.
- I will schedule, within the next 2 weeks, the most important skills building tutorial or webinar that my Advisor suggests.
- I will visit the Writing Center and research two APA formatting software programs each week until I choose the software program right for me.



WRITING GOALS

Now write at least three ***intermediate goals*** that will support the long-range goal of completing your degree by your stated graduation date.

a.

b.

c.

Now write at least three ***immediate goals*** that will support the long-range goal of completing your degree by your stated graduation date.

a.

b.

c.

MENTOR'S COMMENTS/FEEDBACK



CONCLUSION

Watch the Conclusion video (approximately 3 minutes)

☐ **Completed**

You are on your way, but it will be important to keep the momentum going and not lose sight of your goal of obtaining your degree through the inevitable fog that will roll in. Choose something that will serve to motivate you, in the case of fog. You will be asked to share this strategy as part of your Signature Assignment, so plan for it now.

Write some thoughts about your motivational project here:

TIP: Consider writing goals for obtaining your degree for this next year. Type them out and review them every morning before you plan your day. Having your goals in black and white and at the forefront of your mind will help your color your choices.

MENTOR'S COMMENTS/FEEDBACK

